

PROJECT CHARTER

Version#: _____ **Date:** _____

Project Name: Write out the entire, specific name.

DWR Clear Water

Sponsor/Program Manager

TBD

Project Manager

TBD

Project Objective Statement: What must the project do? By When? Keep this statement to 25 words or less. Make it SMART (Specific, Measurable, Achievable, Relevant, and Time-based).

The project will deliver a mobile application by [e.g. December 2014] that enables users to see DWR's resources by location.

Triple Constraint Trade-off:

Resources	N	Select a different flexibility letter for each constraint N= Not Flexible S= Somewhat Flexible M= Most Flexible
Schedule	M	
Scope	S	

Estimated Start Date:

TBD

Estimated End Date:

TBD

Project Deliverables: What is the project going to produce? Create a list of tangible products that will result from project.

Project will deliver a mobile device application that enables users to see DWR's resources by location.
iPhone and Android versions

Strategic Fit: What is the Strategic Initiative Identifier for this project?

Goal 5: Provide policy direction and legislative guidance on water and energy issues and educate the public on the importance, hazards, and efficient use of water.

Educating the public on the importance of water, its efficient use, and its dangers, as well as collecting, analyzing, and distributing water-related information to the general public and to the scientific, technical, educational, and water management communities are important DWR responsibilities.

Customer: Who are you doing the project for?

Public Affairs Office

Customer Benefits: What customer requirements does this project address? Relate these to: increase revenue, avoid costs, improve service, and/ or comply with a mandate? Create a short list of customer benefits.

The mobile application will improve public perception and awareness of DWR by providing detailed DWR Project descriptions, benefits, partners, and costs.

Success Determination Factors: How will the success of the project be determined from the customer's perspective? Make criteria measurable so there is no doubt as to the project's success. Create a short list.

Public feedback built into the application will determine the project's success.

Project Background: What is the primary motivation for this project? Include a brief high level description of the business area, the current situation, the desired situation, and the gaps that exist. This summary builds on your description in the Project Initiation form.

The primary motivation is to address challenges of communicating DWR's value to public perception, policy support, and funding. The Clear Water application follows DWR's strategic planning goal #5 which helps address that area.

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Project Scope:

In Scope: List areas and functionality included in project.	Out of Scope: List areas and functionality not included in project.
DWR's recreational areas and other public points of interest.	Sensitive information about DWR's assets and resources.

Dependent Projects: What projects must be underway or completed before this project can be successful?

None.

Risks: What characteristics or situations could cause this project to fail? Identify those items which are outside the jurisdiction of project and could result in a "show-stopper" to the project success. Create a short list.

Technical resources not available, mobile applications technology becomes obsolete to some other newer technology, public's desire for DWR information ceases.

Assumptions and Constraints: What assumptions were made in defining project? Are there constraints to the execution of project? List assumptions and constraints.

Some assumptions made are: a) the required data is available, b) the public desires information via mobile devices. The constraints will be related to the shortage of available people resources, funding, and time.

Environmental Stewardship and Sustainability Considerations: What is the process that will be used to ensure compliance with the [Environmental Stewardship Policy](#)? Include the Environmental Stewardship Coordinator and team members (this can be roles instead of specific names)

Environmental Stewardship Coordinator:	

Major High-Level Milestone Targets: What events measure progress? E.g. Initiation Approved, Analysis Complete.

Milestone	Target
Project scoping and approval	TBD
Conceptual design approval	TBD
Implementation and testing	TBD
Production release	TBD

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Project Core Team Members:

Team Member	Phone/E-mail	Role
TBD		Project Manager
TBD		Business Owner
TBD		Technical Lead
TBD		Subject Matter Expert
TBD		Programmer

Charter Version Number: 1.0

Updated By:

Date:

Approved By:

Date:

Funding Information:

Project Budget:	\$ TBD
Fund Center Title	TBD
Fund Center Number	TBD
Organization	
Contact Person	
Phone/E-mail	

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This Project Should Have: Check all that apply

Project Management Plan <input checked="" type="checkbox"/>	Environmental Stewardship Plan ¹ <input type="checkbox"/>	Work Breakdown Structure <input checked="" type="checkbox"/>	Communications Plan <input checked="" type="checkbox"/>	Procurement Plan <input type="checkbox"/>	Human Resources Plan <input checked="" type="checkbox"/>
Quality Management Plan <input type="checkbox"/>	Stakeholder Register <input type="checkbox"/>	Risk Register <input checked="" type="checkbox"/>	Project Budget <input checked="" type="checkbox"/>	Project Schedule <input checked="" type="checkbox"/>	DWR Form 1498 <input type="checkbox"/>
Project Safety Plan ² <input type="checkbox"/>					

¹ See [WREM 58b](#) for more information about creating an Environmental Stewardship Plan.

² All project Managers must take into account safety policies and procedures for projects. A safety plan should be created if needed. For more information visit the [Workplace Safety Project](#) web site.